

Instructions for Using the Online Training Modules

Attorneys who complete the online training modules and receive a passing score on the Administrative Procedures Quiz, which are located on this Court's web site at www.wvsd.uscourts.gov/cmecf/training.htm, may register for a login and password pursuant to Section 6.1 of the Administrative Procedures, revised on February 1, 2007, which states:

Each attorney admitted to practice in the Southern District of West Virginia, including those admitted *pro hac vice*, shall be entitled to one CM/ECF login and password from the District Court upon successful completion of Court-conducted training either in West Virginia or any other U. S. District Court, or upon a showing that s/he has completed an on-line tutorial or other off-site training, or has used CM/ECF in another U. S. District Court for a period of at least six months. (emphasis added)

The six separate modules are interactive and are representative of documents filed in a federal case. As you move through each module, the screens will instruct you what steps to take and why. Upon completion of each module, click your "Back" browser button to move to the next module.

Prior to attempting the Administrative Procedures Quiz, you should be familiar with the current version of this Court's Administrative Procedures for Electronic Case Filing, which is located at <http://www.wvsd.uscourts.gov/cmecf/ecfAdmin.htm>. After you have completed the quiz with a passing score, you will "submit" the results to the Court by pressing the e-mail button at the end of the quiz, which sends a copy of your score to Rebecca A Proctor. To be issued a login and password, you will then mail your completed Electronic Case Filing System Attorney Registration Form to the Court at the address listed on the form.

Although only attorneys receive logins and passwords, we recognize that you may authorize staff in your office the use of your login and password to file documents via ECF. Therefore, we encourage your staff who have not attended the live training to complete the modules before attempting to file documents electronically.